

PUBLIC USE OF RENTAL FACILITIES

POLICY NO.:	CP-196.26
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish fair, transparent, and consistent standards for the public use and rental of Town-owned rental facilities, ensuring safe, respectful and equitable access for all lawful users.

2. POLICY STATEMENT

- 2.1 The Town of Blackfalds provides municipal facilities for community, recreational, cultural, educational, and civic purposes, and will manage these spaces in a manner that is equitable, transparent, and financially responsible. Town facilities may be rented by individuals, organizations, businesses, and lawful political, advocacy or religious groups, provided their activities comply with applicable laws, Town bylaws, and the Facility Rental Agreement. The Town may refuse or cancel rentals that pose safety risks, involve illegal activity, include hate speech or discriminatory conduct, or are based on incomplete or inaccurate information provided during the booking process.

3. DEFINITIONS

- 3.1 “**Chief Administrative Officer**” means the individual appointed by Council to the position as per the *Municipal Government Act*, as amended.
- 3.2 “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 “**Facility Rental Agreement**” means the contract and facility information documentation outlining the terms, conditions and responsibilities for facility use.
- 3.4 “**Town**” means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to all Town-owned rental facilities made available for public use.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.2 Chief Administrative Officer to:

5.2.1 Establish and maintain Administrative Procedures to support this Policy.

5.2.2 Ensure the implementation and consistent application of this Policy.

5.3 Director of Community Services to:

5.3.1 Oversee the administration of facility rentals in accordance with this Policy and related procedures.

5.3.2 Ensure staff apply rental requirements and facility rules consistently.

5.3.3 Review and make recommendations for amendments to any applicable Council Policies, Administrative Policies, as they relate to this Policy.

6. POLICY

6.1 By virtue of this Policy, the Town of Blackfalds Community Services strives to:

6.1.1 Ensure Town-owned rental facilities are available for rental by lawful users on an equitable and transparent basis.

6.1.2 Ensure rentals comply with all applicable laws, Town bylaws, and the Facility Rental Agreement.

6.1.3 Maintain a lawful environment by addressing activities that pose safety risks, involve illegal conduct, include hate speech or discriminatory behaviour, or arise from a lack of full disclosure about the event or its organizers. Incomplete or inaccurate disclosure regarding the event or its organizers will result in the rental being forfeited.

6.1.4 Apply consistent rental requirements, including insurance, security, and documentation, based on the nature and risk of the event.

6.1.5 Support community access by applying facility rental fees in a transparent and consistent manner.

6.2 Facility use is subject to the following requirements to maintain safety, compliance, and respectful conduct:

6.2.1 Activities that are illegal, pose safety risks, or contravene Town Bylaws or the Facility Rental Agreement are not permitted in Town-owned rental facilities.

6.2.2 Activities involving hate speech, discriminatory behaviour, or conduct that undermines a lawful environment are prohibited.

6.2.3 Activities that may cause damage to facilities, exceed capacity limits, or require permits or approvals not obtained by the renter are not permitted.

7. EXCLUSIONS

7.1 This Policy does not apply to facility use governed by separate agreements (i.e., long-term lease agreements, joint-use agreements).

8. SPECIAL SITUATIONS

8.1 Special circumstances may require the Town to apply additional conditions or adjust a rental. Lawful political, electoral, or advocacy activities may take place in Town facilities, and the Town may require added insurance, security, or operational measures from the renter when an event presents elevated safety or logistical concerns.

8.2 If the information provided during booking does not accurately reflect the nature or scale of the event, the Town may modify or cancel the rental to maintain safety and compliance.

8.3 Rentals may also be suspended or cancelled due to emergencies, facility issues or other situations where public safety or operational needs must take priority.

9. RELATED DOCUMENTS

9.1 Community Services Framework Policy 188.25

9.2 Rate Bylaw, "Schedule C" Community Services Facilities Fee Schedule 1318/24

9.3 Abbey Centre Acceptable Usage Policy

9.4 Community Standards Bylaw 1220/18

9.5 Facility Renter Insurance Requirements

10. END OF POLICY

-Original Signed-

Mayor

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

-Original Dated-

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	199/26	2026-06-09
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description